



administrative assistant

Posted by: Impact Health Physiotherapy and Sports Injury Clinic

Posting date: 14-Mar-2025 **Closing date:** 03-Apr-2025

Education: Secondary (high) school graduation certificate

Language: English

Job location: Medicine Hat

Salary: \$22.00 Per Hour

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job id: CAJ4444493

Expired

Job description:

Title: administrative assistant

Employer: Impact Health Physiotherapy and Sports Injury Clinic

Address: 1424 Southview Dr SE suite 105, Medicine Hat, AB T1B 4E7

Wages: \$22.00/hour

Vacancies: 1 vacancies

Joining: As soon as possible

Employment type: Permanent employment, Full time
30 to 40 hours /week

Employment conditions: Day, Evening, Morning, Shift

Overview

Languages

English

Education

- Secondary (high) school graduation certificate
- or equivalent experience

Experience

Experience an asset

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

- Coordinate the activities of the HR department in order to ensure they meet the organization's goals
- Coordinate the flow of information within the team
- Direct and control daily operations
- Direct staff
- Evaluate daily operations
- Motivate staff
- Open and distribute mail and other materials
- Plan and control budget and expenditures
- Plan and organize daily operations
- Supervise other workers
- Establish and implement policies and procedures
- Train other workers
- Record and prepare minutes of meetings, seminars and conferences
- Determine and establish office procedures and routines
- Plan, develop and implement recruitment strategies
- Answer telephone and relay telephone calls and messages
- Oversee the analysis of employee data and information
- Oversee the preparation of reports
- Order office supplies and maintain inventory
- Organize staff consultation and grievance procedures
- Arrange travel, related itineraries and make reservations
- Greet people and direct them to contacts or service areas
- Conduct research
- Provide customer service
- Recruit and hire workers and carry out related staffing actions
- Maintain and manage digital database
- Perform basic bookkeeping tasks
- Evaluate work environments, programs and procedures to control, eliminate, and prevent disease or injury
- Supervise office and volunteer staff

Supervision

- 1 to 2 people

Benefits

Health benefits

- Dental plan
- Disability benefits
- Health care plan
- Paramedical services coverage
- Vision care benefits

Employment groups

This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups: **Indigenous people, Newcomers to Canada, Youth**

HOW TO APPLY

By email

impacthealthmhc@gmail.com

The employer accepts applications from:

- Canadian citizens and permanent residents of Canada.
- Other candidates with or without a valid Canadian work permit.

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: impacthealthmhc@gmail.com

Posted on canadianjobportal.com